
CURRICULUM VITAE

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13 August 1992

Profile

I am currently an FE-1 student seeking a Traineeship in a commercial law firm. I have a personable nature and thrive in taking responsibility and collaborating as part of a team. I pride myself upon the ability to learn quickly and adapt with new experiences. I have consistently demonstrated a highly proficient written expression, and work experience in a client-based environment has influenced my pursuit of a career in a commercial law firm.

The ideal traineeship for me would allow a close working relationship with established professionals willing to share their experiences and advice. Moreover, being delegated responsibility and work which is valued in a high-level environment is particularly attractive to me, and I am confident a legal traineeship is an ideal fit with my skill set.

Experience

HR Administrator, Resolve Ireland – May 2015-Present

Key responsibilities included:

- Researching legislation, caselaw developments and academic commentary on matters relevant to the Directors.
 - A key piece of work was to track the development of the Protected Disclosures Act 2014 through the Oireachtas, and to research and present extensively to the Directors and extended panel as to its implications on Employment Law in Ireland.
 - Prepare documents for Investigation, Mediation and Arbitration meetings, as well as sit in and take notes on the structure of these processes.
 - Daily search of employment law current affairs as well as updating the website and social media outlets daily.
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- Producing a quarterly update to Directors, extended panel and clients of the company of the key legal developments in the Employment law arena.
 - Working closely with team members in designing a suite of services in the new area of Protected Disclosures in the workplace.

HR Support Team Member, AskHR Solutions – May 2014 - Sep 2014

- Working closely with directors in the Employee Relations Division, who specialise in the management of large scale Industrial Relations and Human Resource change projects
- I was responsible for ensuring the team leaders were up to date with the developments of each assignment and any correspondence was dealt with quickly and effectively.
- Furthermore I was given access to the intricacies of workplace change negotiations, including significant restructuring work in terms of downsizing, mergers and acquisitions.
- Finally I was a member of a team tasked with managing a suite of HR services for companies, including payroll software, time and attendance management and HR audits.

Head Hockey Coach, Various Schools/Clubs – 2010- Present

Hockey coaching has been integral to my personal development, and I place a lot of value on the experiences I have had of leading teams of motivated individuals towards a goal that was set at the start of the

season. Since 2010, I have progressed towards coaching the Senior A team in Loreto Foxrock, the Junior A team in Corinthians Hockey Club and perhaps most importantly being responsible for running Mount Anville Primary School hockey, from 2nd to 6th class.

More recently, I have been tasked with designing pre-season fitness and tactical training plans, encouraging players to subscribe to a team working mentality, as well as challenging their perception of how far they can progress throughout the season. I am firmly of the belief that my coaching skills and successes are pervasive in terms of my working mentality and outlook of professional life.

Education

Wesley College, Dublin - 2003-2010

I completed my Secondary Level education in Wesley College, Dublin. During my time as a pupil I combined my studies with an extensive amount of extra-curricular activities. I served as a prefect for my final year, voted for by a combination of teachers and students via popular vote.

Leaving Certificate Results

Subject	Grade
English	A1
Business	A2
Maths	A2
History	B1
Economics	B2
Spanish	C1
Irish	C1

Skills

As evidenced through exam results and academic achievement awards, I place a high level of importance on the development of my written expression. Previous employers have each referenced a high proficiency in writing skill, and it is a fundamental reason for my decision to pursue a career in a law firm.

Responsibility, particularly in a team environment, is a task that I tend to embrace and thrive upon. I am motivated by levels of responsibility where there is an expectation to deliver work to a high standard. I would describe myself as personable also, with an ability to interact with clients in a professional, cordial tone either by telephone or indeed in person.

I am proficient and well accustomed to I.T and Computing tasks. I have completed modules on Information Systems, Excel and Powerpoint and Business Analytics during my third-level education.

Achievements

In terms of academic achievements, I received the Academic Excellence award in Wesley College for receiving the highest grade in the Leaving Certificate English exam, in a year of over 150 students. Moreover, I received the Shakespeare Prize, a recognition of the best essay submitted in sixth year regarding the study of King Lear.

I have also enjoyed success in my sporting endeavours. As part of the Wesley College 1st XI, we won the All-Ireland Hockey championship in 2009, the first team to do-so in Wesley for over a decade. A further League and Cup double as well as representing Ireland in a European Cup competition rounded off a stellar year. I continued to enjoy team success in U.C.D men's hockey club, winning a league playoff and also the Under-21s Men's cup in two seasons. Team sports and extra-curricular activities are important to me, and I hope to continue enjoying success in years to come.

Personal Interests & Hobbies

I endeavour to maintain a balanced lifestyle beyond professional life. Physical activity and a close group of friends are important outlets. Beyond sports, I particularly enjoy travelling, having visited a different continent each of my four years in third-level education. I have aspirations to work abroad for a period in pursuing a career in law, and a love for travelling and new experiences fits with this intention.

I also enjoy current affairs, photography and socialising with friends.

Professional Reference

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Academic Reference

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